

**COPY**

MR STEPHEN MICHAEL WOOD  
 Information Commissioner Office  
 Wycliffe House  
 Water Lane  
 Wilmslow  
 SK95AF

RECEIVED

30 SEP 2016

Card Number

Statement Date

28 August 2016

Credit Limit

MEMO STATEMENT FOR INFORMATION ONLY.  
 PLEASE DO NOT REMIT PAYMENT.

Company Number: 1051431

**CARDHOLDER ACTIVITY**

POST DATE	TRAN DATE	BANK REFERENCE	YOUR REF	TRANSACTION DESCRIPTION	
29 JUL	28 JUL	71892663		LUL TICKET MACHINE EUSTON OYSTER	
29 JUL	28 JUL	20887986		WEST COAST TRAINS MACLSFLD 2871 CAR PARK	
09 AUG	01 AUG	02188535		Lodging H PALMASSETS S Marrakech 504	504.26 ✓
				6,250.00 MAD EXCHANGE RATE 12.394399	
				INCL NON-STERLING TRANSACTION FEE £14.45	
26 AUG	25 AUG	79226737		LUL TICKET MACHINE EUSTON	9.80 ✓

Stay up to date by viewing your card statement on the day it's produced - sign up at [natwest.com/cardsonline](http://natwest.com/cardsonline) by clicking on the Log in or register for Cards OnLine link.

**Financial Services Compensation Scheme (FSCS)**

Your eligible deposits with NatWest are protected by the Financial Services Compensation Scheme. An FSCS information sheet and list of exclusions will be provided to you on an annual basis.

For further information about the compensation provided by the FSCS, refer to the FSCS website at [www.FSCS.org.uk](http://www.FSCS.org.uk)



CUSTOMER SERVICE HELP DESK 0370 010 1152	SUMMARY	
	PURCHASES & OTHER CHARGES	£535.16
LOST/STOLEN CARDS 24 HRS 0370 6000 459	CASH ADVANCES	£0.00
PLEASE ADDRESS ENQUIRIES TO:  COMMERCIAL CARDS DIVISION CARDS CUSTOMER SERVICES PO BOX 5747 SOUTHEND-ON-SEA SS1 9AJ Monday - Friday 08.00 - 18.00 Saturday 09.00 - 13.00	CASH ADVANCE FEES	£0.00
	CREDITS/REFUNDS	£0.00
	TOTAL	£535.16

## Expense Reimbursement

Employee Name: STEV

STEVE

62633

### Delegated authority:

Department (choose from drop down menu):

008

0000

**Nominal Code (Finance Use)**

### Expense Period

From

To: 19/08/2016

## Itemised Expenses

### Mileage

**Car miles claimed (Standard Rate)\***

Car miles claimed (Public Transport Rate)

### Motorcycle miles claimed

### Bicycle miles claimed

### Passenger rate

Miles	No. of

- 45 p per mile
- 25 p per mile
- 24 p per mile
- 20 p per mile
- 5 p per mile

0.00
0.00
0.00
0.00
0.00

**\*Note: Mileage reimbursement for personal car please deduct usual mileage to /from work passengers**

### Less Cash Advance

**TOTAL REIMBURSEMENT** **152.00**

**Claimant: Please email to your manager for approval.**

**Delegated authorities: Please forward to [expenses@ico.org.uk](mailto:expenses@ico.org.uk) by way of approval for payment**

## Expense Reimbursement

Employee Name: **STEVE WOOD**

RCT Number  
(Finance Use)

Claim Number

**Delegated authority:**

**Department (choose from drop down menu):**

Expense Period      From:   
                            To:

008 0000

### Itemised Expenses

### Mileage

Car miles claimed (Standard Rate)\*

### Car miles claimed (Public Transport Rate)

**Motorcycle miles claimed**

**Bicycle miles claimed  
Bicyclists**

### Passenger rate

Miles	No. of passengers

45 p per mile  
25 p per mile  
24 p per mile  
20 p per mile  
5 p per mile

0.00
0.00
0.00
0.00
0.00

**\*Note: Mileage reimbursement for personal car please deduct usual mileage to/from work passengers**

### Less Cash Advance

**TOTAL REIMBURSEMENT** **18.30**  
**Don't forget to attach receipts!**

**Claimant: Please email to your manager for approval.**

**Delegated authorities:** Please forward to [expenses@ico.org.uk](mailto:expenses@ico.org.uk) by way of approval for payment